



Tenth Steering Committee

6 February 2025

Ref: 017/11/2025-1.1.1

SOFF Readiness Funding Request

Sierra Leone

Decision 10.3

Systematic Observations
Financing Facility

**Weather
and climate
data for
resilience**



Decision 10.3: Approval of SOFF Readiness Funding Request Sierra Leone

The SOFF Steering Committee

Recalls programming [decision 8.7](#) that requested the SOFF Secretariat to coordinate the preparation of Readiness funding request for consideration by the Steering Committee.

Notes that the country (Sierra Leone) selected Geosphere Austria as peer advisor and the World Food Programme as prospective Implementing Entity and submitted the Readiness funding request.

Approves the Readiness funding request for Sierra Leone for a total budget of USD 197,950. This includes 7% indirect costs amounting to USD 12,950 for WMO for administering the SOFF peer advisory pass-through mechanism.

Requests

- The UNMPTF Office to disburse the above stated amount to WMO.
- WMO to issue the Assignment Agreement with the peer advisor with the Terms of Reference as stated in the annex of the Readiness funding request.


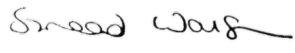
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Purpose of this Document

This document contains Sierra Leone's SOFF Readiness funding request. The SOFF Readiness phase provides technical assistance for the development of the Global Basic Observing Network (GBON) National Gap Analysis, GBON National Contribution Plan, and the Country Hydromet Diagnostics.

SOFF Readiness funding request Project Document

Ref.: 01/71/2025.1.1.1

<p>Project Title: SOFF Readiness funding request</p>	<p>Recipient UN Organization: World Meteorological Organization</p>
<p>Project Contact: Markus Repnik SOFF Secretariat 7bis Avenue de la Paix Case postale 2300 Nations, 1211 Genève Telephone: +41797901882 E-mail: mrepnik@wmo.int</p>	<p>Project Location: WMO Secretariat Geneva 7bis Avenue de la Paix Case postale 2300 Nations, 1211 Genève</p>
<p>Project Description: SOFF Readiness support to Sierra Leone: The SOFF Readiness phase provides technical assistance for the development of the Global Basic Observing Network (GBON) National Gap Analysis, National Contribution Plan, and the Country Hydromet Diagnostics.</p>	<p>Total Project Cost for April 2025 – March 2026: USD 197,950 Readiness funding request: USD 185,000 WMO 7% indirect costs: USD 12,950</p>
	<p>Project Start Date: 1 April 2025 Proposed Project End Date: 1 March 2026 Project Duration: 12 months</p>
<p>Recipient UN Organization and signatory: Prof. Celeste Saulo Secretary-General World Meteorological Organization</p> <p>Signature:  6 March 2025</p>	<p>Co-chair of the SOFF Steering Committee: Dr. Sinead Walsh Climate Director Department of Foreign Affairs, Ireland</p> <p>Signature:  7 March 2025</p>



Ref.: 01711/2025-1.1.1

SOFF Readiness Funding Request for Sierra Leone

15 November 2024

Systematic Observations
Financing Facility

**Weather
and climate
data for
resilience**



SOFF Readiness Funding Request

1. Basic information

Ref.: 01/7/1/2025-1.1.1

SOFF Beneficiary Country	Sierra Leone
Country Focal Point	<i>Ibrahim Kamara, Director General of Sierra Leone National Meteorological Agency and PR of Sierra Leone with WMO</i>
Peer advisor	<i>GeoSphere Austria in coordination with the Deutscher Wetterdienst (DWD), Geosphere Austria is the administrative focal point.</i>
Peer advisor Focal Point	<i>Giora Gershtein (Geosphere Austria) as administrative focal point.</i>
Prospective Implementing Entity	<i>World Food Programme (WFP)</i>
Prospective Implementing Entity Focal Point	<i>Yvonne Forsen, Head of VAM and Nutrition at World Food Programme. World Food Programme (WFP)</i>
Total budget USD	185,000
Delivery timeframe	<i>12 months – April 2025 – March 2026</i>
Date of approval	
Signature SOFF Steering Committee co-chairs (after Steering Committee approval of the funding request)	

2. SOFF Programming criteria

Table 1: Programming criteria

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<p>Close the most significant data gaps</p>	<p>The Sierra Leone Meteorological Agency (SLMet) is the successor of the Sierra Leone Meteorological Department established on 27 April 1961. The Agency came into effect following the transformation of the Department into an Agency on 28 September 2017 through an Act of Parliament (No. 8 of 2017 – amended 2022).</p> <p>The Agency serves as the sole authority for the provision of meteorological and climatological services throughout Sierra Leone.</p> <p>In 2021, the Nigerian Meteorological Agency (NiMet) carried out a Country Hydromet Diagnostic (CHD). According to this CHD, all observation stations and facilities were destroyed during the civil wars. New stations were established with GEF support through UNDP and IFAD.</p> <p>Based on the current information provided by SLMet, Sierra Leone's observation network consists of the following, among others:</p> <ul style="list-style-type: none"> • Eight surface AWSs • Five marine weather stations • Two conventional manual stations • No upper air station <p>The status of these stations will be assessed during the SOFF Readiness Phase, but so far, none of the existing stations is registered with WIS/WIS 2 and is not currently transmitting data to the WMO WIS/GTS platforms.</p> <p>There is no existing Standard Operating Procedure (SOP) in place for maintenance, calibrations, and quality assurance of the observing network.</p> <p>Using the WMO Global GBON Gap Analysis for Sierra Leone from June 2023 (s. table 1), the results show a gap of two surface stations, namely; A station to be improved, as well as a new station. The gap also includes a single (1) new upper air station.</p> <p>Table 1: GBON gap Assessment for Sierra Leone, according to the WMO Global Gap Analysis, June 2023</p>
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	WMO Member: Sierra Leone					
	Area:71,740 km ² , Exclusive Economic Zone: 160,584km ²					
	Station Type	Target	Reporting	Gap	# Stations to upgrade	# of New Stations required
	Surface stations	2	0	2	1	1
Upper Air Stations	1	0	1	0	1	
Target easy fixes	<p>According to current information of the SLMet, there are several operational AWSs. As part of the GBON GAP analysis, the operational status of these stations will be assessed, and it is recommended , as shown in the table above, to select two out of the existing stations to upgrade them to reach high-density GBON standard.</p> <p>SLMet has indicated two preferred locations for the potential GBON surface stations upgrade: Lungi-Town and Tower Hill Freetown. Additionally, there are also several operational Marine weather stations. During our assessment, the peer advisors will assess their current state and if possible, make recommendations for easy fixes.</p> <p>The NCP, will include also supporting SLMet with updating their OSCAR/Surface register, together with improving stations’ metadata in the future data management system as well as in OSCAR/Surface.</p> <p>SLMet will be encouraged and supported to nominate relevant national focal points for instance for WIS, OSCAR/Surface, and WDQMS.</p>					
Maximize delivery capacity	<p>GeoSphere Austria, formerly known as the Austrian Meteorological and Geodynamics service (ZAMG), has performed the Country Hydromet Diagnosis in Kazakhstan, North Macedonia and has deployed EWS in Myanmar. In addition, Geosphere Austria is already active for eight countries in the three SOFF batch constantly proving capacity delivery in this specific framework. Hence, based on this practical experience, Geosphere Austria can act as SOFF peer advisors with adequate capacity to deliver SOFF support efficiently and effectively in Sierra Leone.</p>					

	<p>DWD is already active as SOFF Peer Advisor for Madagascar and can therefore draw on this experience to provide the services required under the SOFF initiative. DWD will support the process with one staff member (Carolin Müller) and the expertise of two additional staff members on request (Dr. Jan Lenkeit and Dr. Carmen Emmel) as well as one representative of the staff division International Affairs (INT) of DWD (Dr. Daniela Fritsch). DWD will further use its expertise from all different business areas to ensure maximum capacity delivery.</p> <p>Both GeoSphere Austria and DWD do currently not have any other ongoing or planned activities in Sierra Leone (no funding received from other sources).</p> <p>GeoSphere Austria and DWD will work in partnership to fulfill the tasks as peer advisors.</p> <p>The World Food Programme (WFP) has a country office in Sierra Leone, which provides both working experience and relevant contacts to facilitate interactions relevant to activities during the readiness and implementation phases of SOFF.</p>
<p>Create leverage</p>	<p>Opportunities for complementarity of SOFF with ongoing and planned activities of SOFF implementing agencies and other institutions will be explored in order to create synergies and to strengthen the capacity of the SLMet.</p> <p>The following activities provide some examples:</p> <p>1. Capacity Building and Institutional Strengthening</p> <ul style="list-style-type: none"> Both the World Bank projects (that capture few activities for SLMet) contribute to capacity building and institutional strengthening, which are essential for the successful implementation of SOFF. For example, in-country meteorological technicians, training of key stakeholders on integrating climate information in decision making and formulation of standard operating procedures for weather forecasting under these projects can be aligned with the SOFF initiative to ensure effective use of enhanced meteorological data. <p>2. Infrastructure Development and Integration</p> <ul style="list-style-type: none"> Investment in Monitoring Infrastructure: The World Bank IDA financed “Resilient Urban Sierra Leone Project” (RUSLP) and the World Bank “West Africa Food System Resilience Programme for Sierra Leone Project (FSRP) both involve

upgrading existing weather station infrastructure. These infrastructure improvements can serve as platforms for deploying SOFF-related meteorological equipment, such as rain gauges and diverse weather monitoring stations, especially in vulnerable areas prone to climate hazards.

- **Data Sharing and Collaboration:** Improved infrastructure and communication networks established by these projects can facilitate data sharing between SOFF and other climate resilience initiatives, ensuring that weather and climate information reaches stakeholders quickly and efficiently.

3 Community Engagement and Awareness

- **Public Awareness Campaigns:** Both projects emphasize community engagement and awareness, which can be leveraged to educate the public about the importance of weather and climate observations. Community-level awareness programs can ensure that the data collected is understood and used effectively for local planning and disaster risk reduction.

4. CREWS

- The focal point of the beneficiary country is also the focal point for an ongoing CREWS project in Sierra Leone. Consideration will be given to all other ongoing, recently completed or planned capacity building projects in the near future. The project can build on trainings provided for the SL Met Service and the National Water Resources Management Agency (NWRMA) of Sierra Leone via CREWS. Capacity building/training is also done through partnering with West African training institutions and NMHSs.

The future NCP could explore the possibility of leveraging and capitalizing on the above-mentioned projects.

5. Green Climate Fund project SAP033

- In order to avoid duplications and overlaps in the SOFF investment phase for Sierra Leone we will thoroughly screen the GCF projected SAP033 with the AfDB.

6. WFP

- As our implanting entity is already involved and was involved in different projects, where the SLMet plays a major or a minor role, these will be explored as well, to see whether the NCP could capitalise on them.

Sub-regional gains	<p>Economies of scale and an optimized design of the observing network through multi-country/sub-regional SOFF implementation can be created by making use of the following existing sub-regional cooperation and national institutions:</p> <ol style="list-style-type: none"> 1. African Centre of Meteorological Applications for Development (ACMAD) <p>ACMAD provides meteorological and climate-related services across Africa, supporting early warning systems and climate forecasting.</p> 2. Economic Community of West African States (ECOWAS) <p>ECOWAS supports member states in building climate resilience and enhancing regional cooperation in disaster management and environmental protection.</p> 3. West African Science Service Centre on Climate Change and Adapted Land Use (WASCAL) <p>WASCAL is a research-focused cooperation that provides data and solutions for climate change and land use challenges in West Africa.</p> 4. Mano River Union (MRU) <p>The MRU, comprising Sierra Leone, Liberia, Guinea, and Côte d'Ivoire, focuses on regional integration and cooperation, including environmental and climate-related challenges.</p> 5. African Union Commission (AUC) and African Climate Policy Centre (ACPC) <p>The AUC, through its specialized agencies like the ACPC, addresses climate change policy and supports member states in implementing climate adaptation and resilience programs.</p> 6. Regional Integrated Multi-Hazard Early Warning System for Africa and Asia (RIMES) <p>RIMES provides early warning services and builds the capacity of member states to respond to climate and weather-related hazards.</p> 7. African Development Bank (AfDB) and ClimDev-Africa Initiative <p>The AfDB, through initiatives like ClimDev-Africa, works to strengthen climate information services and weather infrastructure in Africa.</p>
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	<p>8. Gulf of Guinea Regional Network</p> <p>The Gulf of Guinea countries, including Sierra Leone, face common climate challenges such as coastal erosion and extreme weather events. Regional networking initiatives focus on addressing these challenges cooperatively.</p> <p>9. WMO regional centres</p> <p>We will get in touch with WMO regional centres such as RIC, RWC, GISC (i.e. Casablanca, Abuja, etc.) which are very relevant to GBON implementation.</p>
<p>Ensure country balance</p>	<p>Sierra Leone is one of the least developed countries in sub-Saharan Africa. Frequent droughts, floods and sea-level rise affect it. In addition, around 1 million of its people are internally displaced. It is essential to build up its resilience to climate change and ensure sustainable development.</p>

3. Readiness phase outputs, timeline and budget

The Terms of Reference for the development of the SOFF Readiness phase outputs (see Annex I) provide more detailed information. They also summarize the roles and responsibilities, as stated in the [SOFF Operational Manual](#), of the beneficiary country, the peer advisor, the prospective Implementing Entity and WMO Technical Authority for the delivery of the Readiness phase outputs.

The budget for the development of the SOFF Readiness phase outputs by the SOFF peer advisor shall be a lump-sum, fixed cost amount. It shall be calculated using a cost-recovery approach based on the peer advisors' standard cost recovery rates.

Table 2: outputs, timeline and budget

Outputs	Timeline												
	Mont h 1	Mont h 2	Mont h 3	Mont h 4	Mont h 5	Mont h 6 ¹	Mont h 7	Mont h 8	Mont h 9	Mont h 10	Mont h 11	Mont h 12	
National GBON Gap Analysis													
GBON National Contribution Plan													

¹ It is expected that the assignment is completed within six months. If more time is required for exceptional circumstances, please add additional months to the table.

Country Hydromet Diagnostic (on demand)												
Total budget USD²	185,000											

4. Monitoring

The beneficiary country and peer advisor shall notify the SOFF Secretariat on any delays that may impede the timely delivery of the Readiness phase outputs. If the assignment takes more than six months, the SOFF peer advisor shall submit semi-annual progress reports to the SOFF Secretariat (form to be provided by the SOFF Secretariat) stating the delivery status of the outputs.

The Readiness phase completion will be monitored by the peer advisor and the SOFF Secretariat using the following country-level Results Framework for the Readiness phase.

² Eligible expenditures are limited to: Staff and consultants; Consultations, national technical workshops, and communications; Travel and transportation costs; Other incidental expenditures.

Table 3: Result framework

Outputs	Indicator	Target
1. GBON National Gap Analysis	GBON gap established and reviewed (Y/N)	GBON gap analysed and reviewed by WMO Technical Authority
2. GBON National Contribution Plan	GBON national contribution plan developed (Y/N)	GBON national contribution plan developed and reviewed by WMO Technical Authority
	GBON National Contribution Plan includes gender considerations (Y/N)	GBON National Contribution Plan includes gender considerations
3. Country Hydromet Diagnostic (on demand)	Country Hydromet Diagnostic developed (Y/N)	Country Hydromet Diagnostic developed

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5. Evaluation

An evaluation from both, the beneficiary country and the prospective Implementing Entity on the quality of support received by the peer advisor will be conducted at the end of the Readiness phase and the peer advisor’s assignment (form to be provided upon completion of the Readiness phase by the SOFF Secretariat).

6. Readiness Phase Risk Management Framework

Table 4: Risk Management Framework

Risk category	Description	Probability	Mitigation action
<p>Contextual risks Risks related to conflicts, safety and political insecurity jeopardizing the delivery of the Readiness phase outputs</p>	<p>Economic Vulnerability: High dependence on international aid and limited financial resources.</p>	<p><i>Likely</i></p>	<p>Economic Variability risks can be mitigated by adequately budgeting for entire project - goods and services (taking into consideration future inflation). Additionally, Funds for the SOFF project must be committed to the relevant institution.</p>
	<p>Extreme Weather or natural hazard threads that may limit accessibility of peers or the national personnel availability.</p>	<p><i>Possible</i></p>	<p>Organize the face to face visits outside the rainy seasons.</p> <p>Establish remote communications periodic actions.</p>
	<p>Personal Safety and Health.</p>	<p><i>Unlikely</i></p>	<p>Avoid high risk areas.</p> <p>Use protective gears when and if needed</p> <p>Immunization against tropical specific illnesses as recommended by the health authorities.</p>

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<p>Institutional risks Risks related to the beneficiary country's institutions participation in the Readiness phase activities</p>	<p>Potential difficulties of coordination between institutions and obtaining their support</p>	<p><i>Unlikely</i></p>	<p>Advance notice (minimum 7 days) to institutions/responsible staff on the need for their participation in any aspect of the intended activities.</p> <p>Routine engagement as needed.</p> <p>Briefings as required.</p>
	<p>Cultural and traditional festivities.</p> <p>Awareness of communities with respect to the project objectives and deliverable.</p>	<p><i>Unlikely</i></p>	<p>Plan all the activities in consideration of constraints related to national and religious festivities.</p> <p>Ensure communities are informed of the project beforehand.</p>
<p>Programmatic risks Risks related to country ownership of the Readiness phase outputs</p>	<p>Lack of Country Ownership.</p>	<p><i>Possible</i></p>	<p>Meet with, and garner the support of senior government officials and other existing and potential stakeholders.</p> <p>Obtain full commitment of the PR and the relevant stakeholders</p> <p>Ensure alignment with national policies and strategies such as those captured in the NDC, NAP, country programme, etc.</p>

Annex 1. Assignment Terms of Reference for the development of the SOFF Readiness phase outputs

1. Purpose and scope

The purpose of this Assignment is to provide SOFF peer advisory services by GeoSphere Austria and the Deutscher Wetterdienst (DWD) to Sierra Leone to develop the outputs of the SOFF Readiness phase as described in section 3 of these Terms of Reference.

The provisions defined in the Terms of Reference are based on the [SOFF Operational Manual](#), in particular Section 4.4 on Operational Partners and Section 4.5.1 on the Readiness phase.

2. Roles and responsibilities

Beneficiary country National Meteorological and Hydrological Service

- Is responsible for implementing the activities of the Readiness phase with the support from the peer advisor and the prospective Implementing Entity.
- Prepares the Assignment Terms of Reference following the standard Terms of Reference provided by the SOFF Secretariat, in collaboration with the peer advisor and in coordination with the prospective Implementing Entity.
- Submits the funding request for the SOFF Readiness phase support using the standardized template provided by the SOFF Secretariat.
- Is responsible for collaborating with the peer advisor to provide all the necessary information and participate in and facilitate the national activities the peer advisor needs to conduct in order to develop the Readiness phase outputs.
- Confirms receipt of the peer advisors' report with the Readiness phase outputs and provides comments on the outputs as needed.

Peer advisor

- Is accountable to the beneficiary country.
- In dialogue with the beneficiary country, provides independent technical advice, analysis and recommendations to support the beneficiary country in implementing the activities of the Readiness phase.
- Develops the Readiness phase outputs and is responsible for their quality and timely delivery. Communicates regularly with the beneficiary country and the Implementing Entity.
- Engages with the civil society, including on the identification of stakeholders of relevance for GBON implementation.
- Submits the final report with the Readiness phase outputs to the country for comments and to the prospective Implementing Entity for feedback.
- Submits the final report including the beneficiary country's comments and the prospective Implementing Entity's feedback to the SOFF Secretariat.

- Notifies the SOFF Secretariat and the prospective Implementing Entity of any delays that may impede the timely delivery of the outputs, and for assignments for which the delivery takes more than six months submits a semi-annual progress report.

Implementing Entity

- Participates in the Readiness phase activities and collaborates with the beneficiary country and the peer advisor to ensure a common understanding of the Readiness phase outputs and that they address the technical needs for the design and implementation of the Investment phase.
- Contributes to the definition of the Terms of Reference and provides feedback on the outputs delivered by the peer advisor.
- Based on its experience in the beneficiary country, supports the work of the peer advisor, e.g. by sharing its knowledge and facilitating access to the network of relevant stakeholders.

WMO Technical Authority

- Provides basic technical support to the beneficiary country, peer advisor, and prospective Implementing Entity on GBON regulations.
- Is responsible for the technical screening of the draft GBON National Gap Analysis and the draft GBON National Contribution Plan against the GBON regulations.
- Is responsible for establishing and administering the pass-through mechanism for contracting and funding of the technical assistance provided by the peer advisors.

SOFF Secretariat

- Facilitates communication, coordination and collaboration between the beneficiary country, the peer advisor, the prospective Implementing Entity and WMO Technical Authority.
- Reviews the Readiness funding request, including the Terms of Reference, for compliance and consistency with the information requirements in the template and provides feedback as needed. Transmits the funding request to the SOFF Steering Committee for its decision.
- Confirms receipt of the peer advisors' report with the Readiness phase outputs.
- Organizes exchange of knowledge and experiences and captures lessons learned.

3. Readiness phase outputs

The peer advisor should perform the following tasks following the technical guidance and using the templates provided in the [operational guidance documents](#) for each one of the outputs. A summary of the key steps and modules to be conducted for each output is presented below.

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3.1 GBON National Gap Analysis

The GBON National Gap Analysis defines the gap between the mandatory requirements of the GBON regulations and the existing country surface and upper-air networks. In other words, it serves as the basis for identifying the number of observing stations that need to be installed or rehabilitated to comply with the mandatory requirements of the GBON regulations.

To develop the GBON National Gap Analysis, the following steps should be followed

- **Step 1** – Country information from the GBON Global Gap Analysis
- **Step 2** – Analysis of existing GBON stations and their status against GBON requirements
- **Step 3** – GBON Gap Analysis results
- **Step 4** – Country endorsement for integration of the GBON National Gap Analysis into the GBON National Contribution Plan

3.2 GBON National Contribution Plan

The GBON National Contribution Plan identifies the infrastructure, human and institutional capacity needed to achieve a progressive target toward GBON compliance, including the sustained operation and maintenance of the national GBON observing network.

To develop the GBON National Contribution Plan, the following modules should be completed

- **Module 1. National target toward GBON compliance:** Establishment of a progressive national target toward GBON compliance
- **Module 2. GBON business model and institutional development:** public-private business model as appropriate; partnerships, institutional and financial arrangements needed to operate and maintain the observing network
- **Module 3. GBON infrastructure development:** Appropriate investments needed to increase or improve the observing network and its Information and Communication Technology (ICT) infrastructure
- **Module 4. GBON human capacity development:** Human technical and managerial capacities required to operate and maintain the observing network
- **Module 5. Risk Management:** Operational risks of the observing network and required mitigation measures
- **Module 6. Transition to SOFF Investment phase:** Support the beneficiary country and the Implementing Entity in preparing the Investment phase funding request (template provided by the SOFF Secretariat).

3.3 Country Hydromet Diagnostics

The Country Hydromet Diagnostic (CHD) complements the GBON National Gap Analysis and the GBON National Contribution Plan. It is a standardized, integrated and operational tool and approach for diagnosing National Meteorological Services across the meteorological value chain, their operating environment, and their contribution to high-quality weather,

climate, hydrological and environmental information services and warnings. Its assessment serves as a basis for investments beyond SOFF, across the whole value chain, by the SOFF Implementing Entity and other development partners.

The peer advisor should **assess the 10 CHD elements** with its respective indicators following the matrix provided in the CHD guidance document.

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- Governance and institutional setting
- Effective partnerships to improve service delivery
- Observational infrastructure
- Data and product management and sharing policies
- Numerical model and forecasting tool application
- Warning and advisory services
- Contribution to climate services
- Contribution to hydrological services
- Product dissemination and outreach
- Use and national value of products and services

To develop the Country Hydromet Diagnostic, the following **steps** should be completed.

- Stage 1 – Information gathering. As input, the WMO Monitoring Evaluation Risk and Performance unit will provide available country data structured along the CHD elements and their indicators (performed remotely)
- Stage 2 – Validation and analysis (performed in-country if feasible)
- Stage 3 – Closure

4. Delivery process

The peer advisor in collaboration with the beneficiary country and in coordination with the prospective Implementing Entity should establish the specific activities and consultations needed to complete the outputs. The development of the outputs should include the following:

- Collaboration arrangements between the beneficiary country and the peer advisor, including at least one country visit, unless the country context does not allow it. It is expected to have two one-week visits to:
 - Perform the GBON gap analysis. Including an assessment of the observational network infrastructure using the WIGOS tools. e.g. OSCAR/Surface and WDQMS.
 - Perform the interview/exploratory activities to gather the information for the CHD. This will include interaction with the PR and staff members, potential visits to station locations and exchange with stakeholders.
 - Perform a review and agreement of the CHD final version.

- Have face-to-face discussions and exchange with all the relevant national/international key players for the preparation of the National Contribution Plan.
- Coordination arrangements with the prospective Implementing Entity. This activity envisages:
 - 1 Initial Kick-off meeting with the implementing entity, peer advisors and beneficiary country. This meeting is going to be virtual.
 - 2 workshops, if possible one face to face during the aforementioned visits.
 - 1 Agreement meeting (virtual) to finalize and formally agree on the National Contribution Plan.
- In-person or virtual consultation meetings with relevant national and international stakeholders and partners.
 - Within the on-site visit, a set of face-to-face discussions with national stakeholders will take place. This aims at exploring both sustainability and usability of data and products to facilitate considerations of the complete value chain in all the SOFF activities.
 - A virtual workshop is expected at the end of the 9-month period together with both peer advisors, SLMet, the implementing entity and stakeholders, national and representatives of major international organizations (as possible)
- Delivery partners that support the peer advisor in the delivery of the outputs, as applicable. No additional support other than that of the SOFF Secretariat is envisaged.

Peer advisors delivery team and focal point. The activities include the following team members:

GeoSphere Austria

- Giora Gerstein (focal point)
- Sandra Eder (SOFF support and deputy focal point)
- Dr. Delia Arnold (SOFF support)
- Abdoulaye Harou (Data Processing and Forecasting System)
- Dr. Floribert Vuguziga (SOFF support in African countries, Climate Services and Quality Assurance)
- Roland Potzmann (Surface Observation Networks, Observation networks operation)
- Martin Auer (Data management system, WIGOS metadata and WQMS)

DWD

- Carolin Katharina Müller (SOFF focal point)
- Dr. Jan Lenkeit (Observation Equipment, Upper-air radio sounding)
- Dr. Carmen Emmel (SOFF support)
- Dr. Daniela Fritsch (representative of the staff division International Affairs (INT))

- Timeline for the development of the outputs.

The outline follows that of the financial proposal:

- Initial visit – March/April 2025
- Finalization of the GBON Gap Analysis – September 2025
- Finalization of the CHD - September 2025
- Second visit – November/December 2025 (optional)
- Finalization of the National Contribution Plan – February 2026 (Draft Version in January 2026)

5. Reporting and completion

Reporting. For assignments for which the delivery of advisory services takes more than six months, the SOFF peer advisor shall submit a semi-annual progress report to the SOFF Secretariat (form to be provided by the SOFF Secretariat).

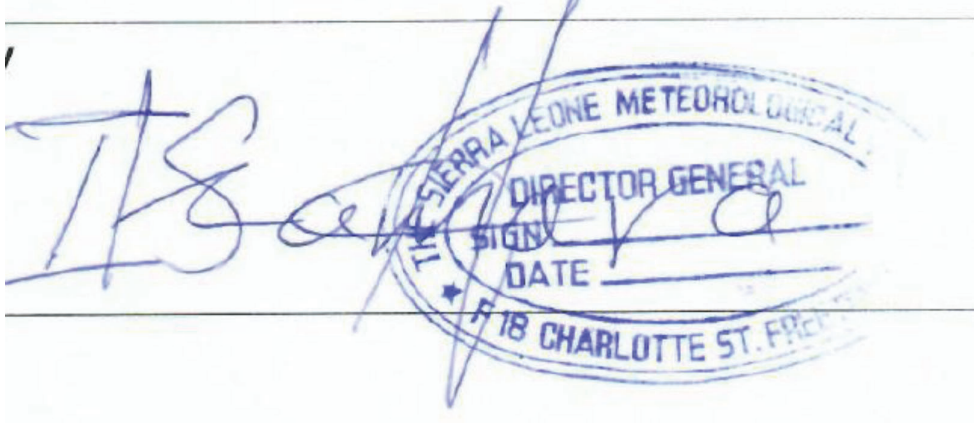
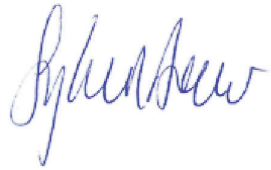

Completion

- **Step 1.** The peer advisor submits the draft GBON National Gap Analysis and the GBON National Contribution Plan reports to WMO Technical Authority and, as applicable, the draft Country Hydromet Diagnostics to the Monitoring Evaluation Risk and Performance unit of the WMO Secretariat. The draft reports have to follow the templates provided in the SOFF operational guidance documents.
- **Step 2.** WMO Technical Authority screens the draft GBON National Gap Analysis and the draft GBON National Contribution Plan to ensure consistency with the GBON regulations. The WMO Monitoring Evaluation Risk and Performance unit screens the draft Country Hydromet Diagnostics and provides feedback for revisions as needed.
- **Step 3.** The peer advisor submits the report with the Readiness phase outputs for beneficiary country and prospective Implementing Entity feedback.
- **Step 4.** The peer advisor finalizes the report for confirmation of receipt by the beneficiary country and, as needed, beneficiary country comments. Following beneficiary country receipt of the report, the peer advisor submits the report, including beneficiary country's comments and the prospective Implementing Entity's feedback, to the SOFF Secretariat.
- **Step 5.** The SOFF Secretariat confirms the satisfactory receipt of the report and informs the country and the prospective Implementing Entity accordingly. The SOFF Secretariat authorizes WMO to proceed with the release of the final payment and informs the SOFF Steering Committee of the completion of the SOFF readiness phase.

6. Signatures

By signing this document, the beneficiary country, peer advisor and the prospective Implementing Entity agree with the provisions stated in this Terms of Reference.

Ref.: 017/11/2025-1.1.1

<p>Beneficiary country</p> 
<p>Peer advisor</p> <p>Andreas Schöffhauer </p>
<p>Prospective Implementing Entity</p> <p> Senior Technical Advisor Early Warning Systems WFP.</p>